

**WORKSHEET INSTRUCTIONS TO TELEFILE
Quarterly Wage and Withholding Report (DE 6)**

or

**Quarterly Report of Wages and Withholdings for Employer of Household Workers (DE 3BHW)
Telefile System Access: 1-800-796-9330**

These are worksheet instructions to prepare to Telefile. A blank worksheet follows these instructions.

The following information is required to Telefile a DE 6 or DE 3 BHW, whichever is appropriate. It is in the order that it will be requested, entered, and processed during the Telefile phone call. Keep a pencil handy during the phone call.

- **Quarter** you are reporting (current quarter or up to five previous quarters).
- Report **supplemental wages** for quarter (if applicable).
- **Going out of business** this quarter (if applicable).
- **Number of full or part time employees** who worked during or received pay for payroll period which includes the 12th of the month. Each of the three months in the quarter is reported separately. If you had no employees working or receiving pay for the payroll period which includes the 12th of the month, a zero must be entered.
- **List of active employees.** The Telefile System recognizes employees with previously reported wages and provides a list of the individuals to you. If you paid them wages in the quarter you are reporting, follow the prompts to enter their wage and tax information. You have the option to delete employees no longer on your payroll (unless you will pay them wages in future quarters).
- **Employees not previously reported.** Enter first name, middle initial, and last name only for those employees who are not on the list of active employees in the step above.
- **First name** (each new employee only).
- **Middle initial** (each new employee only). Follow the prompt for employees with no middle initial.
- **Last name** (each new employee only).
- **Social Security Number** (each new employee only).
- **Total Subject Wages** (each reported employee).
- **Personal Income Tax (PIT) Wages** (each reported employee).
- **Personal Income Tax (PIT) Withholding** (each reported employee).
- **Grand Totals** for Subject Wages, PIT Wages, and PIT Withholding are calculated by the Telefile System and read back to you over the phone.
- **Confirmation Number** is provided by the Telefile System for this quarterly report. Each form and each period filed have a separate confirmation number. If you exit the Telefile System before hearing the confirmation number, you have not successfully filed your report. Record the number in your quarterly report records.
- **Return to the Main Telefile Menu** if you have additional quarters or other forms to Telefile.
- **Hang up** when you have completed the Telefile process.

Do not mail your paper form if you Telefile your DE 6 or DE 3BHW.

WORKSHEET TO TELEFILE DE 6 or DE 3BHW

Complete this worksheet before calling Telefile System Access number

Employer Account Number (EAN) _____

Your permanent PIN _____

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| Quarter being reported (current or one of five prior quarters). | Year and quarter _____ (i.e., "991") |
| Number of employees in each month in the quarter who worked during or received pay for the payroll period which includes the 12 th of the month. | Month 1 _____ Month 2 _____ Month 3 _____ |

Employee Worksheet continued on page 2.

First Name:

Middle Initial:

Last Name:

First Name:

Middle Initial:

Last Name:

First Name:

Middle Initial:

Last Name:

First Name:

Middle Initial:

Last Name:

Telefile Date:

Confirmation Number: